

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MATERIALS MANAGEMENT TECHNICIAN

Administration and Office Specialist III

Position # 00372

Pay Band 3, Level III Hiring Range \$23,076 - \$47,361

Closing Date: May 7, 2007

Fiscal and Purchasing Division. This position assists with maintaining the agency's supply storeroom and auditable inventory control records. Requires working knowledge of procurement and general office practices and procedures. Must have some knowledge of the DPS procurement manual. Prefer some experience procuring supplies, equipment, and services preferably with a state agency. Requires proficiency using personal computers, including word processing and spreadsheet applications. Must have demonstrated ability to work independently, organize and manage multiple functions with specific deadlines. Must be able to communicate effectively, both orally and in writing, with all levels of internal and external customers. Must be able to interpret and apply state and federal regulations, policy, and regulations. High school graduate with some training or experience in purchasing preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing date referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA